

Description of Management Controls Reports and Queries

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Introduction

This document has been created in order to assist Department of the Navy (DON) users of the Defense Property Accountability System (DPAS) with the various queries and reports that can be used periodically to help ensure the information in DPAS is complete and accurate. The queries and reports listed in this document have been divided up based on the objective and purpose of the queries. These major categories are:

- Financial Reports
- Accountability of Property Assets
- Systems Management
- Asset Management and Inventory
- Headquarters Reports

Not all of the queries and reports will be useful to all DON DPAS users. Therefore, specific terminology is used to refer to the various users. Throughout this document, a centralized personal property manager (PPM) refers to any activities in which one person has control over major DPAS transactions (e.g., increases and decreases). A decentralized PPM refers to any activities in which more than one person has control over major DPAS transactions, whether it is several people in one office, or various people in different locations throughout a command. Headquarters (HQ) refers to both the major claimants in the Navy, and Headquarters (LFS) in the United States Marine Corps.

Retention Requirements for Management Control Reports

Management control reports are considered forms of internal controls, and as such they could be subject to review by outside auditors. Therefore, activities shall retain the **most recent** copies of all mandatory management control reports and annotate on the form that some type of review has occurred (e.g. signature and date of review). The retention of the optional management control reports is left to the discretion of the PPM/MC.

Instructions For Using MyEureka Management Control Reports

***Note:** In order to view a MyEureka report, the user must have MyEureka software installed and operating properly on their computer. If MyEureka is not configured properly for the user's site, please contact the Navy DPAS Support Team Help Desk at 1-877-418-6824 for CONUS sites and DSN (510) 428-6824 for OCONUS sites.*

NOTES:

From the website download the report to the computer's hard drive. Where you save the file is your choice. Once the report has been downloaded double click on the file. The MyEureka Report Designer screen will open.

Click on the **Print Preview Button or select Print Preview** from the toolbar under File. A prompt will appear, and you should fill in the appropriate information for the user's command (e.g., UIC). The user can select from the drop down menu or type in the information in the field. The user can also type "%", which will produce results for all values of the prompted field. Then click OK and a "Processing Query" screen will appear. When the query is finished processing the report will be displayed on the screen. In order to print the entire report go to the last page prior to printing (i.e., click on the icon).

For questions and/or comments on these reports and how they might be improved, please contact Brian Grega (bgrega@kpmg.com) or Dan Collins (dtcollins@kpmg.com).

NOTES:

Financial Reports Section

Objective:

The Financial Reports Section contains reports and queries that are designed to ensure that DON reported financial information is complete and accurate.

The table below lists the various reports/queries that are to be used by HQ and centralized and decentralized PPMs.

Report/Query Title	HQ	Centralized PPM	Decentralized PPM
Acquisition Costs Equal To \$1 Query	Note 1	Mandatory *	Mandatory *
Acquisition Costs Less Than A Specified Dollar Value Query	Note 1	Mandatory	Mandatory
Assets with Capitalization Code Set to Override Capitalization Threshold	Optional	Mandatory	Mandatory
Capital Assets with Accumulated Depreciation Equal to \$0 Query	Note 1	Mandatory	Mandatory
Minor and Sub-minor Property with Accumulated Depreciation Greater Than \$0 Query	Note 1	Mandatory	Mandatory
Activation, Acquisition and Effective Dates Not Equal for Capital Assets Query	Note 1	Mandatory	Mandatory
Listing of all Capital Assets Query	Optional	Mandatory	Mandatory
Summary and Analysis Report	Optional	Optional	Optional
Roll-up of Assets as of a Certain Date Query	Optional	Optional	Optional

Note 1 - See the HQ Reports section for a similar query presented at a summary level by Unit Identification Code (UIC).

*** - The use of this query is mandatory until all exceptions identified on the report are corrected.**

NOTES:

Acquisition Cost Equal to \$1 Query

Objective:

To identify all personal property items with an unknown acquisition cost.

Description:

This query lists all personal property items with an acquisition cost equal to \$1. The \$1 is the default value assigned to items when converted to DPAS and the acquisition cost is unknown.

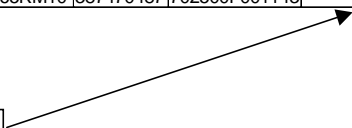
Frequency:

All PPMs will need to review the results of this query *after personal property data has been converted to DPAS and until all instances identified on this report are corrected*. Once all instances identified on this report have been corrected, all PPMs should begin using the “Acquisition Cost Less than a Specified Dollar Value Query.”

Sample Query Results: Acquisition Cost Equal to \$1

UIC	HRHNbr	HRHSub	BarCd	Nomen	Loc	SerialNbr	StockNbr	AcqCost
N70272	00189		7027206875	PRINTER, DOT MATRIX	765RM10	387470487	702500F001143	1

All property items reported by this query are assets with acquisition costs equal to \$1.



Actions To Be Performed:

The PPM should:

- Review source documentation (e.g., invoice or requisition) and enter the correct acquisition cost into DPAS.
- If no source documentation can be found, prepare the Similar Assets/ Estimated Fair Market Value worksheet and retain it in the personal property files. Enter the estimated acquisition cost into DPAS.

NOTES:

Acquisition Cost Less Than a Specified Dollar Value Query

Objective:

To identify personal property items with an erroneous dollar value and low dollar value assets that should not be included in DPAS.

Description:

This query lists all personal property items with an acquisition cost less than a user-specified dollar value.

Note: The user of this query specifies the dollar threshold to be used based upon (1) the composition of the property database and (2) a value at which the user believes errors would exist (i.e., a temporary default value).

Frequency:

All PPMs will need to review this query *at least quarterly* after all instances identified in the “Acquisition Cost Equals \$1 Query” have been corrected.

Sample Query Results: Acquisition Costs Less Than a Specified Dollar Value

UIC	HRHNbrMjr	HRHSub	Nomen	BarCd	StockNbr	SerialNbr	AssetCd	AcqCost
N70243	24		CPU, MINI TOWER,PENTI	7024305592	702100F004833	N622002	K	0.44
N70243	N2	N24	ADAPTER	7024305707	100500F000163	A00422NC3444	K	1
N47634	N31		POWER SUPPLY	476340114P	1285012001835	B94042434449	K	1
N00063	N7D		ADAPTER	00063A8844	168000F000139	95480023	K	1
N68073	N3	N33	METER, POWER	6807302188	173000F000200	1848A27887	K	1
N00063	N531A		CONTROLLER	000630761	281500F007030	81319	K	1

All property items reported by this query are assets with acquisition costs less than the value prompted by the user.

Actions To Be Performed:

The PPM should:

- Review source documentation (e.g., invoice or requisition) and enter the correct acquisition cost into DPAS.
- If no source documentation can be found, prepare the Similar Assets/ Estimated Fair Market Value worksheet and retain it in the personal property files. Enter the estimated acquisition cost into DPAS.

NOTES:

Assets with Capitalization Code Set to Override Capitalization Threshold

Objective:

To identify all personal property items depreciated in a non-standard manner.

Description:

This query lists all personal property items with Capitalization Codes set to “N” (non-capital, exceeds threshold), “A” (not in use), or “S” (capital, below threshold).

Frequency:

All PPMs will need to review this query *at least quarterly*, but reviewing this query *monthly is recommended*.

Sample Query Results: Assets with Capitalization Code Set to Override Capitalization Threshold

UC	HR-Mjr	Nomen	BarCd	SerialNbr	StockNbr	Loc	CptlCd	AsstCd	AccumDepm	AcqCost
N45534	002000	NDE-RADAR SET	45534604	A8	5840012393057	V-24 231	N	T	0	5000000
N45534	002000	NDE-RADAR SET	45534038	K146	5840010178558	V-10 034	N	T	1768050	2357500
N45534	002000	NDE-RADAR SET	45534038	C03	5840010804427	V-10 037	N	T	1466608	2000000
N45534	002000	NDE-INTERROGATOR SET	45534038	C14	5895011235802	V-10 038	N	T	1350000	1800000
N45534	003200	NDE-DIRECTOR COMPUTER	45534A01	B	1430014371533	R-30 WHSE	N	T	0	1750000

All property items reported by this query are assets for which the capitalization threshold has been overridden.

Actions To Be Performed:

The PPM should:

- Ensure that the use of non-default Capitalization Codes is warranted in all cases, reviewing, when necessary, source documentation (e.g., invoice or requisition) to ensure that the acquisition cost is properly recorded in DPAS
- For all capital assets identified in the query with an incorrect Capitalization Code, correct the code and ensure depreciation is activated in the DPAS Accounting module.
- For all minor assets identified in the query with an incorrect Capitalization Code, correct the code and verify that any accumulated depreciation for the assets has been deleted.

NOTES:

Capital Assets with Accumulated Depreciation Equal to \$0 Query

Objective:

To identify all capitalized personal property for which depreciation has not been activated or personal property items with incorrect acquisition costs.

Description:

This query lists all personal property items with an acquisition cost greater than or equal to \$100,000 with accumulated depreciation equal to zero or blank. However, this query excludes items with an asset code equal to “G” (assets under capital lease), “T” (NDE), or “V” (Heritage Assets), and assets with a loan/lease code equal to “L” (in-on loan) or “R” (in-rented/leased).

Frequency:

All PPMs will need to review this query *at least quarterly*, but reviewing this query *monthly is recommended*.

Sample Query Results: Capital Assets with Accumulated Depreciation Equal to \$0

CptlCd	UC	HRM	HRSub	Nomen	Loc	BarCd	SerialNbr	StockNbr	AcqDt	AccumDepm	AcqCost
	N70272	00230		GENERATOR	BLDG 362	7027211760	23202274	611500N01302	19980808	0	180000

All property items reported by this query are capital assets for which depreciation has not been activated.

Actions To Be Performed:

The PPM should:

- Review source documentation (e.g., invoice or requisition) to ensure that the acquisition cost is properly recorded in DPAS (i.e. the asset should be a capital asset).
- For all capital assets identified in the query, ensure depreciation is activated in the DPAS Accounting module for those assets with an activation date in the current month, and activate depreciation for those assets with an activation date prior to the current month.

NOTES:

Minor and Sub-Minor Property with Accumulated Depreciation Greater Than \$0 Query

Objective:

To identify all personal property items for which depreciation has been erroneously activated.

Description:

This query lists all personal property items with acquisition costs less than \$100,000 that have accumulated depreciation greater than \$0.

Note: Corrections may not be needed for: (1) personal property items acquired before fiscal year 1996 due to the lower capitalization thresholds in previous years, and (2) personal property that is transferred at a net book value that is below the capitalization threshold.

Frequency:

All PPMs will need to review this query *at least quarterly*.

Sample Query Results: Minor and Sub-Minor Property with Accumulated Depreciation Greater Than \$0

Cap Cd	UIC	HRHMaj	Accumd_Depm	AcqCost	BarCd	Noten	SerialNbr	StockNbr	Loc	AcqDt
	N62649	1	23973.14	49600		ENGINE, DIESEL	2602	2815011407765	TSURUMI	19941103
	N62649	2	23973.14	49600		ENGINE, DIESEL	2715	2815011407765	TSURUMI	19941103
	N62649	3	5074.5	5971		WELDER	614C-132739	3431002412141	KOSHIBAT	19910331

All property items reported by this query are minor and sub-minor property items for which depreciation should not have been activated.

Actions To Be Performed:

The PPM should:

- Review source documentation (e.g., invoice or requisition) and ensure the acquisition cost is properly recorded.
- Update acquisition cost, if necessary.
- If acquisition cost is accurate and the item should not be depreciated (i.e., under the capitalization threshold), go into the DPAS Accounting module and deactivate the item for depreciation.

NOTES:

Acquisition, Effective, and Activation Dates Not Equal for Capital Assets Query

Objective:

To verify that the correct date is being used to calculate depreciation on capitalized personal property.

Description:

This query lists all personal property items with an acquisition cost greater than or equal to \$100,000 with an acquisition date that does not equal the effective date or an effective date that does not equal the activation date. In almost all cases the activation, acquisition, and effective dates will be the same.

Note: The activation, acquisition, and effective dates may not equal if the item was put into storage for six months or more.

Frequency:

All PPMs will need to review this query *at least quarterly*.

Sample Query Results: Acquisition, Effective and Activation Dates not Equal for Capital Assets

UIC	HRHNbrMjr	AcqDt	ActivationDt	EffDt	AcqCost	BarCd
N00015	CDRONI	19950220	0	20000619	303603	15021395
N00015	CDRONI	19950224	0	20000619	143319	15021397
N00015	CDRONI	19950606	19950606	20000614	101945	15021913
N00015	CDRONI	19950615	0	20000614	999999	15021941
N00015	CDRONI	19910602	19910602	20000614	150000	15022039
N00015	CDRONI	19950710	0	20000614	103500	15022196

All property items reported by this query are capital assets for which activation, acquisition, and effective dates do not equal.

Actions To Be Performed:

The PPM should:

- Review supporting documentation (i.e., receiving report) and verify the receipt date.
- Ensure that the receipt date is reflected in the activation, acquisition, and effective date fields.
- Validate the accuracy of those property items with activation, acquisition, and effective dates that differ.

NOTES:

Listing of all Capital Assets Query

Objective:

To ensure that all capitalized personal property appears accurate and is appropriately classified.

Description:

This query lists in detail all personal property items with an acquisition cost greater than or equal to \$100,000.

Frequency:

All PPMs will need to review this report at least *semi-annually*.

Sample Query Results: Listing of all Capital Assets Query

OptlCd	UIC	FRRMjr	Nomen	Loc	BarCd	SerialNbr	StockNbr	AcqDt	AccumDapm	AcqCost
	N70272	00010	RECEIVER, RADIO	M51RM281	7027205798	272	580000F002730	20000719	38388	329094
	N70272	00010	RECEIVER, RADIO	M51RM281	7027208415	362	580000F002730	20000719	35000	300000
	N70272	00010	TEST SET	M51RM281	7027211346	A1	589500F000413	20000719	12824	110000

Actions To Be Performed:

The PPM should:

- Specifically review the acquisition cost, effective date, and accumulated depreciation to determine if assets appear accurate.
- Review capital asset data for accuracy.

NOTES:

Summary and Analysis Report

Objective:

To provide a “snapshot of all personal property items recorded in DPAS by quantity and total dollar value at a given point in time.

Description:

This report provides summary totals of all personal property sorted by asset control codes and funding sources.

- The Summary and Analysis Report is presented in two parts. Part 1 of this report includes the total quantity and dollar value of capitalized and minor personal property recorded in DPAS segregated by asset control number and funding status.
- Part 2 of this report provides the consolidated quantity and dollar value amounts of all capitalized and minor personal property reported in DPAS by equipment type records.

Frequency:

HQs and PPMs may review this report *as needed*.

Report Retrieval Process:

To access this report, the DPAS user should click on the DPAS Accounting Module icon and select Reports. Then the user should select “Generate”, click on “Batch Report”, and select Summary and Analysis Report.

NOTES:

Sample Report Results: Summary and Analysis Report Part I

NOTES:

DPTN131R Summary and Analysis Report

Example 1

REPORT: DPTN131R DEFENSE PROPERTY ACCOUNTABILITY SYSTEM DATE: 19990803 TIME: 09:36 PAGE: 1
 ACTIVITY: JJ SUMMARY AND ANALYSIS
 PART 1 - GENERAL PP&E BY ASSET CONTROL CODE
 UIC: W222AA

		CAPITAL EQUIPMENT		UNFUNDED		NON-CAPITAL EQUIPMENT	
		QTY	FUNDED DOLLAR VALUE	QTY	DOLLAR VALUE	QTY	DOLLAR VALUE
IPE EQUIP	ACC J						
GOVERNMENT OWNED		2	\$ 360,000.00		\$.00	3	\$ 3,000.00
WITH CONTRACTOR	C	1	\$ 250,000.00	1	\$ 110,000.00	2	\$ 2,750.00
COMMERCIAL GSA	G		\$.00		\$.00	1	\$ 2,500.00
LOANED/INCOMING	L		\$.00		\$.00	2	\$ 2,750.00
LOANED/OUTGOING	M	2	\$ 360,000.00		\$.00	2	\$ 2,750.00
CUSTOMER OWNED	N		\$.00		\$.00	2	\$ 2,750.00
PERMANENT GSA	P		\$.00		\$.00	2	\$ 2,750.00
RENTED/LEASED	R		\$.00		\$.00	2	\$ 2,750.00
STANDBY/LAYAWAY	S	1	\$ 250,000.00	1	\$ 110,000.00	2	\$ 2,750.00
TEMPORARY GSA	T		\$.00		\$.00	2	\$ 2,750.00
TOTAL		6	\$ 1,220,000.00	2	\$ 220,000.00	20	\$ 27,500.00
TOTAL ACCUM DEPRN			\$ 21,000.33		\$ 2,738.75		

Sample Report Results: Summary and Analysis Report Part II

REPORT: DPTN131R DEFENSE PROPERTY ACCOUNTABILITY SYSTEM DATE: 19990803 TIME: 09:36
 PAGE: 5
 ACTIVITY: JJ SUMMARY AND ANALYSIS
 PART 2
 UIC: W222AA

EQUIPMENT TYPE RECORDS

EQUIPMENT TYPE	QUANTITY	DOLLAR VALUE
NUMBER OF IE ITEMS	294	\$ 150,112,891,823.08
TACTICAL VEHICLES	0	\$.00
NON-TACTICAL VEHICLES	31	\$ 4,379,215.53
COMBAT VEHICLES	67	\$ 4,231,096.53
RAIL EQUIPMENT	0	\$.00
AIRCRAFT	1	\$ 32,333.77
WATERCRAFT	0	\$.00
AMMO PECULR EQUIPMENT	0	\$.00
ADPE	91	\$ 17,880,335.72
OTHER	104	\$ 150,086,368,841.53
IPE ITEMS	28	\$ 1,467,500.00
GSA VEHICLES	52	\$ 427,484.00
MOBILE	2	\$ 1,235,802.32
PRODUCTION AND SERVICE	15	\$ 1,312,208.53
ITEMS ON PM SCHEDULE	0	\$.00
UTIL CRIT ESTABLISHED	1	\$ 1,234,567.88
AGE/LIFE ESTABLISHED	294	\$ 150,112,891,823.08
ITEMS REQ CALIBRATION	0	\$.00
UNIQUE ITEM TRACKING	0	\$.00
STK-ITEM-CD	LINES O/H	DOLLAR VALUE
A NAT-STK-NO	2	\$ 1,266,901.65
B MFG-CD-MDL	273	\$ 29,699,465.62
J MCN	0	\$.00
Z OTHER	19	\$ 150,081,925,455.81
DB-MGT-CD		
A SERIAL	294	\$ 150,112,891,823.08
B BULK-COMP	0	\$.00
C BULK	0	\$.00

**** END OF REPORT ****

Actions To Be Performed:

The PPM should review to ensure quantities and dollar values appear reasonable.

Roll-up of Assets As of A Certain Date Query

Objective:

To provide a “snapshot” of all personal property items at any particular time to ensure that personal property is appropriately classified.

Description:

This query lists personal property items with summary totals by type of asset as well as the total of all assets with an acquisition date before a user-specified date.

Frequency:

All PPMs may review this query *as needed*.

Sample Query Results: Roll-up of Assets as of a Certain Date

UIC	HRH-Mjr	Nomen	SerialNbr	BarCd	StockNbr	AssetCd	LoLe	AcqDt	AcqCost
N70272	00028	SOFTWARE, OFFICE 97	270-06042	702720289	702500F00	ADP Softw		20000719	489
N70272	00028	SOFTWARE, OFFICE 97	270-11129	702720290	702500F00	ADP Softw		20000719	489
N70272	00028	SOFTWARE, OFFICE 97	270-31020	5	702500F00	ADP Softw		20000719	489

Actions To Be Performed:

The PPM should review the report to see if the total number and dollar value of all types of assets (ADP, NDE, Heritage, etc.) appear reasonable.

NOTES:

Accountability of Property Assets Section

Objective:

The Accountability of Property Assets Section contains reports and queries that are designed to ensure that accountability is maintained over the assets recorded in DPAS.

The table below lists the various reports/queries that are to be used by HQ and centralized and decentralized PPMs.

Report/Query Title	HQ	Centralized PPM	Decentralized PPM
Key DPAS Fields Are Blank or Equal Zero Query	Optional	Mandatory	Mandatory
Serial Number Equals Bar Code Number Query	Optional	Mandatory	Mandatory
Increase/Decrease Actions Within a Specified Time Frame Query	Optional	Mandatory	Mandatory
All Transactions (other than Increases and Decreases) within a Specified Time Period Query	Optional	Mandatory	Mandatory
Listing of All Administrative Adjustments/Increases Within a Specified Time Frame Query	Note 1	Optional	Mandatory
Listing of all Assets Disposed within a Specified Time Period Query	Optional	Mandatory	Mandatory
Listing of Bulk Assets Query	Optional	Optional	Optional
All Assets by Hand Receipt Holder Query	Optional	Optional	Optional
Difference Greater Than 7 Days Between The Acquisition Date And The Date The Asset Is Entered into DPAS Query	Optional	Mandatory	Mandatory
Average Time Between The Acquisition Date and The Date The Asset is Entered into DPAS By UIC Query	Mandatory	Optional	Optional
Gap Between the Manufacturer Year and the Year of Acquisition Query	Optional	Optional	Optional

Note 1 - See the HQ Reports section for a similar query presented at a summary level by UIC.

NOTES:

Key DPAS Data Fields are Blank or Equal Zero Query

Objective:

To identify areas of missing information.

Description:

This query lists personal property items with blank or “0” entries in the office, location, bar code, document number, or serial number fields.

Frequency:

All PPMs will need to review this query *at least quarterly*.

Sample Query Results: Blank Entries in Key DPAS Fields

UIC	HRHNbrMjr	HRHSub	DocNbr	Office	SerialNbr	BarCd	StockNbr	Loc	AcqCost
N00015	CDRONI		N6579272767000	ONI	87-104	0015031939	676000F005110		1300000
N00015	CDRONI		99999	ONI	P005022	0015027383	583500F006272		1001700
N00015	CDRONI		99999	ONI	87-105	0015021941	676000F005110		999999
N00015	CDRONI		99999	ONI	87-107	8166000709	676000F005110		847700
N00015	CDRONI		0001594RC40023	ONI	9003	0015021395	654000F005630		303603

All property items reported by this query have blank entries in key DPAS data fields.

Actions To Be Performed:

The PPM should:

- Review the missing data fields and ensure that they are filled in with the correct information.
- Focus on recording the proper information beginning with the highest dollar value assets.

NOTES:

Serial Number Equals Bar Code Number Query

Objective:

To identify capitalized personal property with either an inaccurate serial number or bar code.

Description:

This query lists all personal property items with an acquisition cost greater than or equal to \$100,000 where the serial number equals the bar code.

Frequency:

All PPMs will need to review this query *at least quarterly*.

Sample Query Results: Serial Number Equals Bar Code Number For Capital Assets

UIC	AcqCost	HRHNbrMjr	HRHNbrSub	BarCd	SerialNbr	HRHName
N00750	8500000	N4		0075004592	0075004592	COUGHLIN, THOMAS J

All property items reported by this query are capital assets that have serial numbers equal to bar code numbers.

Actions To Be Performed:

The PPM should:

- Review source documentation (e.g., invoice or requisition) for each item and record the appropriate information in DPAS.
- Focus on recording the proper information beginning with the highest dollar value assets.

NOTES:

Increase/Decrease Actions Within a Specified Time Frame Query

Objective:

To identify all personal property items received, transferred, and disposed for a given time period to ensure the validity of increase and decrease actions.

Description:

This query lists all personal property items with a program description code equal to end item increase or decrease for transaction dates within a user-defined time period.

Note: This query also provides information regarding all transactions (by date and time) entered by a DPAS user that can be sequenced by Stock Number or Serial Number. It can be printed out and signed by command personnel to acknowledge the receipt or turn-in of personal property items.

Frequency:

All PPMs will need to review this query *at least monthly*.

Sample Query Results: Increases/Decreases Actions Within a Specified Time Frame

UIC	HRHNbrMjr	HRHNbrSub	Pgm Desc	BarCd	TranDt	Stock_Nbr	Serial_Nbr	UserId
N00015	CDRONI		CMPN INC RCPT	8166003656	20000620	662500F006033	5	chalikma
N00015	CDRONI		CMPN INC RCPT	8166003657	20000620	662500F006033	5	chalikma
N00015	CDRONI		CMPN INC RCPT	8166003680	20000620	662500F006033	46	chalikma
N00015	CDRONI		CMPN INC RCPT	8166003718	20000620	662500F006033	46	chalikma
N00015	CDRONI		CMPN INC RCPT	8166003719	20000620	662500F006033	46	chalikma

All property items reported by this query are increase and decrease transactions posted to DPAS within a specified period of time.

Actions To Be Performed:

The PPM should:

- Randomly select 8 items (2 high dollar capital additions, 2 minor additions, 2 high dollar capital deletions, and 2 minor deletions).
- Ensure the documentation supports the transaction recorded in DPAS.
- Resolve any errors, update DPAS as deemed necessary, and maintain supporting documentation for corrections in files, if necessary.

NOTES:

All Transactions (other than Increases and Decreases) within a Specified Time Period Query

Objective:

To identify errors, unusual events, and incomplete information by transaction types.

Description:

This query lists all personal property items (except those with a program description code equal to end item increase or decrease) with transaction dates within a user-defined time period.

Frequency:

PPMs will need to review this query *at least quarterly*.

Sample Query Results: All Transactions (other than Increases and Decreases) within a Specified Time Period

UIC	HRH_NbrM	HRH_NbrS	PgmDesc	BarCd	TranDt	Stock_Nbr	Serial_Nbr	Userld	AcqCost
N70272	00009		DEPRN Cl	702721184	20000920	598500F00	NA-8	klyng	9260000
N70272	00230		DEPRN Cl	702720872	20000920	703000N008		klyng	4308646
N70272	00010		DEPRN Cl	702720579	20000920	580000F00	0272	klyng	329094

All items on this query are transactions entered into DPAS by transaction type during a period of time.

NOTES:

Listing of all Administrative Adjustments Within a Specified Time Frame Query

Objective:

To identify if all inventory count discrepancies were properly reconciled and recorded in DPAS, and to ensure that all adjustments were valid.

- This report can also be used by an activity for reference when notifications are sent of missing, lost, or stolen property from other activities.

Description:

This query lists all personal property items with an action code equal to “2” (Administrative Adjustment Reports) and a transaction date between a user-defined time period.

Frequency:

Decentralized PPMs will need to review this query *at least semi-annually*. Centralized PPMs may review this query *as needed*.

Sample Query: Administrative Adjustments within a Specified Time Frame

UIC	HRH-Mjr	HRH-Sub	ActionCd	Nomen	PgmDesc	TranDt	BarCd	SerialNbr	Loc
N70272	00069		Admin Adj	MONITOR	EI DEC AAR	20000802	7027215483	418020B	

All property items reported by this query are all administrative adjustment to DPAS for found items.

Actions To Be Performed:

The PPM should:

- Select an adequate amount of random items from the listing and obtain supporting documentation to verify that the transaction were valid.
- If any invalid transactions are noted, correct errors. If extensive invalid transactions are noted, consider the need to select additional items if any exist.
- If there is no supporting documentation for a found item, prepare a Similar Asset Fair Market Value worksheet and retain it in the personal property files. Enter the estimated acquisition cost into DPAS.

NOTES:

Listing of all Assets Disposed within a Specified Time Period Query

Objective:

To determine whether the amount of personal property items turned-in or disposed of for a period of time is complete and accurate.

Description:

This query lists all personal property items with a program description code equal to "End-Item Decrease" with a transaction date within a user-defined time period.

Frequency:

All PPMs will need to review this report *at least semi-annually*.

Sample Query Results: Listing of all Assets Disposed within a Specified Time Period

	HRHMjr	HRHSub	Userld	TransferCd	PgmDesc	BarCd	TranDt	Stock_Nbr	Serial_Nbr	AcqCost
72	00069		ejohnson		EI DEC AAR	702721548	20000802	702500F00	418020B	500
72	00028		ejohnson		EI DEC L/T	702721288	20000829	700000F00	812FC8D4	18639
72	00028		ejohnson		EI DEC L/T	702721288	20000829	700000F00	812FC671	18639
72	00223		ejohnson		EI DEC L/T	702720003	20000926	662501080	500B4257	10000
72	00028		ejohnson		EI DEC L/T	702721287	20000829	700000F00	DQXDR	8310

Actions To Be Performed:

The PPM should:

- Validate the dispositions against a detailed list of items received by the Defense Reutilization and Marketing Office (DRMO).
- Resolve any errors and update DPAS, as considered necessary.
- Maintain supporting documentation for correction of errors in files.

NOTES:

Listing of Bulk Assets Query

Objective:

To identify all items classified as bulk purchases.

Description:

This query lists all personal property items purchased in bulk (i.e., multiple single items acquired simultaneously).

Frequency:

PPMs may review this query *as needed*.

Sample Query Results: Listing of Bulk Assets

UC	HR-NbrMjr	HR-NbrSub	Normen	BarCd	StockNbr	Loc	MgtCd	AvgUnitCost	Qty	Total_Cost
M34000	YQ1		BAYONET-KNIFE	BULK990783	1006000179701		Bu	18.4	281	5170.4
M62613	Y023		LO RIDE HOLSTER 9MM	BULK992933	100600M000020		Bu	28	11	308
M62613	Y023		LO RIDE HOLSTER 9MM	BULK993032	100600M000020	0150-1510	Bu	28	9	252

All property items reported by this query are items purchased in bulk.

Actions To Be Performed:

The PPM should review items listed on the query to determine whether they are properly classified as bulk purchases and make necessary adjustments, if necessary.

NOTES:

All Assets by Hand Receipt Holder Query

Objective:

To ensure that the custody of all personal property is recorded in DPAS under the correct HRH.

Description:

This query lists all personal property assigned to each hand receipt holder (HRH).

Frequency:

PPMs may review this query *as needed*.

Sample Query Results: All Assets by Hand Receipt Holder

UIC	HRHMr	HRHSub	Office	Loc	Nomen	MfrName	BarCd	SerialNbr
N70272	00001		N22	M51ARM146	COMPUTER, DESKTOP	GATEWAY	7027214005	0015397155
N70272	00001		N22	M51ARM146	MONITOR	GATEWAY INC	7027213261	17004A706308
N70272	00002		14	760RM105	MACHINE, FAX	EPSON INC	7027212819	3HR1660539
N70272	00002		14	760RM104	MACHINE, FAX	BROTHER INC	7027212811	L73784092

Actions To Be Performed:

The PPM should:

- Update DPAS if the hand receipt holder name listed is erroneous.
- Reassign the property in DPAS to the hand receipt holder(s) taking over for the departing hand receipt holder. If all the property is being assigned to one replacement hand receipt holder, a mass change can be performed in DPAS to update all records with the new hand receipt holder number.

NOTES:

Difference > 7 Days Between The Acquisition Date and The Date The Asset is Entered into DPAS Query

Objective:

To ensure that all personal property is being entered into DPAS in a within 7 days of the acquisition date.

Description:

This query lists all personal property items with a program description code of “End-Item Increase” for which there is greater than a 7-day difference between the acquisition date and the date the item is entered into DPAS.

Frequency:

All PPMs will need to review this query *at least quarterly*.

Sample Query Results: Difference Greater Than 7 Days Between The Acquisition Date and The Date The Asset is Entered into DPAS

UIC	HRHMjr	HRH	Nomen	BarCd	Date Entered into DPAS	Acq Date	DiffBtwnDts	AcqCost
N70272	00230		GENERATOR	70272117	20000920	19930303	2758	180000

↑
All property items reported by this query are items that were entered into DPAS 7 days or more after the item was acquired.

Actions To Be Performed:

The PPM should review the listing of exceptions and notify the appropriate personnel that the activity is not entering its property into DPAS within the policy requirement of 7 days after receipt of the property.

NOTES:

Average Time Between The Acquisition Date and The Date The Asset is Entered into DPAS By UIC Query

Objective:

To ensure that all personal property is being entered into DPAS within 7 days of the acquisition date, and to assess the timeliness of the activities in recording new acquisitions in DPAS.

Description:

This query gives the average time it takes each UIC (by Major HRH) to enter new equipment into DPAS by taking the average of the differences between the acquisition dates and the dates the new acquisitions were recorded in DPAS.

Frequency:

PPMs may review this query *as needed*. HQ personnel will need to this query *at least quarterly*.

Sample Query: Average Time Between The Acquisition Date and The Date The Asset is Entered into DPAS By UIC

UIC	HRHNbrMjr	HRHSub	BarCd	Nomen	AcqCost	Acq Date	Tran Dt	Date Diff
N00207	SUPPLY		0020700762	MACHINE, FAX	135	20000914	20000914	0
N00207	SUPPLY		0020703330	TOWER, CD ROM	2195	19981110	20001010	700
Avg. Days by Major HRH:		350						

Actions To Be Performed:

The PPM and HQ may use this report as a metric for annual performance measurement and goal setting of the activity for recording assets into DPAS in a timely manner.

NOTES:

Gap Between the Manufacturer Year and the Year of Acquisition Query

Objective:

To identify instances of personal property items with a manufacturer year and an acquisition date that differ significantly.

Description:

This query lists all personal property items for which the manufacturer year is greater than the year of the acquisition (e.g., an asset has a manufacturer year of 2000, but has an acquisition year of 1999), and for which the manufacturer year is more than one year less than the year of the acquisition (e.g., an asset has a manufacturer year of 1998, but has an acquisition year of 2000).

Frequency:

PPMs may review this query *as needed*.

Sample Query: Gap Between the Manufacturer Year and the Year of Acquisition

UIC	HRHINbrM	HRHSub	Nomen	BarCd	AcqDt	MfrYr	YearofAcq	Diff_Yrs
N45534	000100		COPYBOARD, ELECTRONIC	4553433810	19920218	1988	1992	4
N45534	000100		COPYBOARD, ELECTRONIC	4553435774	19950331	1993	1995	2
N45534	000ATU		TELEVISION SET	4553433543	19931203	1991	1993	2

Actions To Be Performed:

The PPM should:

- Review the supporting documentation of the asset in order to determine if the gap between the manufacturer year and the year of acquisition is proper.
- If the dates are proper, leave unchanged and note the reason on the report.
- If the dates are incorrect, correct the dates accordingly.

NOTES:

Asset Management Section

Objective:

The Asset Management Section contains reports and queries that are designed to oversee the general maintenance of an activity's personal property, and to schedule inventories and monitor/follow-up with delinquent inventories.

The table below lists the various reports/queries that are to be used by HQ (Major Claimant / Marine Corps Headquarters) and centralized and decentralized PPMs (Personal Property Managers.)

Report/Query Title	HQ	Centralized PPM	Decentralized PPM
Inventories Due within a Specified Time Period	Note 1	Mandatory	Mandatory
All Assets In and Out On Loan Query	Optional	Mandatory	Mandatory
Listing of Personal Property Items in DPAS Less Than \$5,000 (Excluding ADP and NDE) Query	Optional	Mandatory	Mandatory
Federal Supply Code Less than 1000 or Equal to 9999 Query	Optional	Optional	Optional
Listing of All National Defense Equipment (NDE) Query	Optional	Mandatory	Mandatory
Listing of All Automatic Data Processing (ADP) Query	Optional	Mandatory	Mandatory
Listing of Excess Assets Query	Optional	Optional	Optional
Report of Aging ADP and Non-ADP Assets	Optional	Optional	Optional

Note 1 - See the HQ Reports section for a similar query presented at a summary level by UIC.

NOTES:

Physical Inventories Due Within a Specified Time Period Query

Objective:

To enable the PPM to track scheduled physical inventories and to determine if there are any delinquent inventories.

Description:

This query lists all scheduled inventories with a due date less than or equal to a user-specified date and all scheduled inventories with a due date after 2100 A.D.

Frequency:

All PPMS will need to review this query *at least semi-annually*.

Sample Query Results: Inventories Due within a Specified Time Period

UIC	HRHNbrMjr	HRHNbrSub	HRHName	Office	InvDueDt
N00063	IG1		CAPT CRAWFORD		00000000
N00063	IGS1		CAPT CRAWFORD		00000000
N00063	N112		CAPT MCCULLOM		00000000
N00063	N112A1		CAPT MCCULLOM		00000000
N00063	N112A3		CAPT MCCULLOM		00000000

Dates with 00000000 or dates after 21000000 mean that the activity has not set this field.

Actions To Be Performed:

The PPM should:

- Review the “Inventory due date” column to ensure there are no delinquent inventories. For instances of delinquent inventories, contact the Responsible Officer (RO) and have the inventory performed immediately. If necessary, contact the Commanding Officer (CO).
- Identify all ROs with an upcoming inventory and contact them to ensure they are adequately prepared to perform the inventory within the scheduled time frame.
- For every inventory performed in the required period (see below for inventory frequencies), obtain the certification of inventory completion and a copy of the inventory annotation sheet from the RO. From each inventory annotation sheet, select a number of corrected items and ensure the items were corrected in DPAS.

NOTES:

- If no additional items are noted, this may indicate there was no floor to book inventory count performed. Perform additional procedures, which may include a spot check inventory, by selecting a few random items from DPAS to ensure existence and a few items from the floor to ensure completeness.
- If errors are found, ensure that these are completely researched, resolved, recorded in the personal property system, and substantiated by documentation that has been signed and placed in the property files as required.

Inventory frequencies are as follows:

- General Property – Once every three years
- ADP, NDE & Loaned Property – Annually
- When there is a Change of Command
- Upon Request

NOTES:

All Assets In and Out on Loan Query

Objective:

To identify all personal property items in or out on loan.

Description:

This query lists all personal property items designated by an “L” (in-on loan) or “M” (out-on loan) in the loan/lease code field.

Frequency:

All PPMs will need to review this query *at least annually*, immediately prior to the annual inventory of loaned assets. This report should be run no later than June 30th each year, and all assets on this report should be reconciled with the corresponding activity no later than August 31st each year.

Sample Query Results: All Assets In or Out on Loan

UC	HRFNbMjr	HRFNbSub	HRFNbName	AcqCost	BarCd	Loc	Nomen	SerialNbr	StockNbr	LoLeCd
M33000	YMOB		JOHN SMITH	47500	330000264	UC61416	TRACTOR,DIESEL	432-3212A	240000F002896	Out-OnLoan

All property items reported by this query are assets that are in or out on loan.

Actions To Be Performed:

The PPM should:

- Review items on the report and determine whether any property items should be either transferred or returned back to the loaning activity.
- Ensure the activity using all assets out on loan performs an inventory of those assets, and report to the activity by no later than August 31st each year.
- Report to the owning activity the status and condition of all assets in on loan.
- Validate the reasonableness of items on the list and initiate the transfer of any items that are not expected to be returned.
- As necessary, request return of items on loan.

NOTES:

Listing of Personal Property Items in DPAS Less than \$5,000 (Excluding ADP and NDE) Query

Objective:

To ensure that only necessary non-NDE and non-ADP personal property below \$5,000 (e.g., pilferable assets) are being tracked in DPAS.

Description:

This query lists all personal property items with an acquisition cost less than \$5,000, except for those with an asset code of “T” (NDE) or “A” (ADP).

Frequency:

All PPMs will need to review the results of this query *at least on an annual basis*.

Sample Query Results: Listing of Personal Property Items in DPAS Less than \$5,000 (Excluding ADP and NDE)

UC	HR-Nbr	HR-NbrSub	BarCd	NbrItem	StockNbr	SerialNbr	AssetCd	AcqCost
N70272	00189		7027206875	PRINTER, DOT MATRIX	702500F001143	387470487	K	1
N70272	00238		7027214751	CPU	702100F000567	6GFL8	K	12
N70272	00112		7027212569	MONITOR	7025001045513	0MFL73203297	K	49
N70272	00216		7027215253	MACHINE, FAX	581500ND01295	U56359C0U162456	K	55

All property items reported by this query are personal property items (excluding ADP and NDE) that are less than \$5,000 and recorded in DPAS.

Actions To Be Performed:

The PPM should review all non-pilferable items listed on the report to determine whether the items should continue to be managed in DPAS.

NOTES:

Federal Supply Code Less than 1000 or Equal to 9999 Query

Objective:

To identify all personal property items with erroneous Federal Supply Codes (i.e., < 1000 or 9999).

- < 1000 is an invalid Federal Supply Code
- 9999 is for miscellaneous items, and its use is strongly discouraged.

Description:

This query lists all personal property items where the Federal Supply Code is less than 1000 or equal to 9999.

Frequency:

PPMs may review this query *as needed*.

Sample Query Results: Federal Supply Code Less than 1000 or Equal to 9999

FSC	UIC	HRHNbrMjr	HRHNbrSub	HRHName	Loc	Nomen	StockNbr
9999	N6141	N60191	A02	AIR DET NORKOLK AIR OPS	BLDG 175-1	PROCESSOR, ROBOT	999900F002566



All property items reported by this query are items with a federal supply code that is less than 1000 or equal to 9999.

Actions To Be Performed:

The PPM should review the items listed on the report and correct the federal supply codes, if necessary.

NOTES:

Listing of All National Defense Equipment (NDE) Query

Objective:

To identify all personal property items classified as NDE in DPAS.

Description:

This query lists all personal property items with an asset code of “T” (NDE asset).

Frequency:

All PPMs will need to review this query *at least annually*.

Sample Query Results: Listing of All National Defense Equipment (NDE)

UC	FR-Nbr	Item	StockNbr	SerialNbr	AssetCd	BarCd	Loc	AcqCost
N63143	N6	NDE-RADAR VIDEO PROC	5340002158854	389027/L	NDE	6314303869	ANT SHOP	3000
N63143	N6	NDE-MEMORY UNIT	7025010277225	SFG75DS10.3.9	NDE	6314303220	839N6137	912
N68073	N3	NDE-VIDEO PROCESSOR	1280012312566	9709084	NDE	6807309380	N32	200
N68073	N6	NDE-RADOME	5985011649947	BOHC	NDE	6807302410	N61	16344
N70243	N6	NDE-ANTENNA	5985012187191	70243S0003	NDE	70243S0003		1561144
N70243	N6	NDE-ANTENNA	5985012187191	70243S0004	NDE	70243S0004		1922440

All property items reported by this query are items that are classified as NDE.

Actions To Be Performed:

The PPM should:

- Review items listed on the report to ensure that they are appropriately classified as NDE.
- Perform the annual inventory of NDE assets in accordance with established policies and procedures.

NOTES:

Listing of All Automatic Data Processing (ADP) Assets Query

Objective:

To identify all personal property classified as ADP (for use in conjunction with the annual Defense Information Technology Management System (DITMS) inventory validation requirement.)

Description:

This query lists all personal property items with ADP Reportable Code equal to “Y” (Yes).

Frequency:

All PPMs will need to review this query *at least annually*.

Sample Query Results: Listing of All Automatic Data Processing (ADP) Assets

UIC	HRHjr	Nomen	BarCd	SerialNbr	StockNbr	HRHLastInvDt	ACC	InvDueDt	AssetCd	ADPRpt	AcqCost
N00015	CDROM	WRITER	00015A1007	4000-201009	702500N000506	20000113	K	20020930	A	Y	8000

All property items reported by this query are items that are classified as ADP.

Actions To Be Performed:

The PPM should:

- Review the listing to ensure that items are appropriately classified as ADP.
- Reconcile items on the listing to a separate listing to ensure DPAS has captured all ADP items.

NOTES:

Listing of Excess Assets Query

Objective:

To identify all personal property items classified as an “Excessed Asset” in DPAS, in order to determine if they are still being depreciated.

Description:

This query lists all personal property items with an excess action code of “E” (Excessed Asset).

Frequency:

PPMs may review this query *as needed*.

Sample Query Results: Listing of Excess Assets

UIC	HRHMr	HRHSub	ExcessAction	ExcessDt	xcessRemD	Nomen	BarCd	Loc	CptlCd	AcqCost
N0017A	ITT		E-Excessed Asset	20001024	00000000	MONITOR, COLOR	0017A39981	41 /REP &		350
N0017A	ITT		E-Excessed Asset	20001024	00000000	MONITOR, COLOR	0017A43202	41 /LINE 1		300
N0017A	ITT		E-Excessed Asset	20001024	00000000	VIDEO, TERMINAL	0017A41209	41 /EVR		2770

All property items reported by this query are items that potentially should be sent to the Defense Reutilization and Marketing Office (DRMO).

Actions To Be Performed:

The PPM should review items listed on the report to determine which items should be sent to DRMO, if not directed otherwise.

NOTES:

Report of Aging ADP and Non-ADP Assets Query

Objective:

To identify personal property items that require replacement, or that may need to be removed from service.

Description:

These two queries list all ADP assets that were manufactured 5 + years ago and all non-ADP assets that were manufactured 10 + years ago.

Frequency:

All PPMs may review these two queries *as needed*.

Sample Query Results: Report of All Aging ADP Assets

UIC	HRH	ACC	Nomen	BarCd	MfrYr	SerialN	StockN	AssetCd	AcqCost
N68316	IRM	L	SOFTWARE	68316A	1111	159164	702500	A	157.08
N68316	IRM	L	SOFTWARE	68316A	1111	159164	702500	A	157.08
N68316	IRM	L	SOFTWARE	68316A	1111	159164	702500	A	157.08
N68316	IRM	L	SOFTWARE	68316A	1111	159164	702500	A	157.08

Sample Query Results: Report of All Aging Non-ADP Assets

UIC	HRH	Nb	Nomen	BarCd	MfrYr	SerialNb	StockNb	AssetCd	AcqCost
N0017A	ADMIN		SAW, C	0017A1214	1111	13-0112	320000	F T	379
N0017A	ADMIN		SAW	0017A1061	1111	24263	322000	N T	50
N0017A	ADMIN		TRIMM	0017A1239	1111	96136N	370000	F T	177
N0017A	ADMIN		BLOWB	0017A1230	1111	96215N	370000	F T	123
N0017A	ADMIN		TRUCK	0017A1245	1111	012451	390000	F T	348

Actions To Be Performed:

The PPM should review the items listed on these reports to determine if assets require replacement, or may need to be removed from service and sent to DRMO.

NOTES:

System Management Section

Objective:

The System Management Section contains queries that are designed to ensure various DPAS user information is current and accurate.

The table below lists the various queries that are to be used by HQ and centralized and decentralized PPMs.

Report/Query Title	HQ	Centralized PPM	Decentralized PPM
DPAS Users who have not Accessed the System in over 90 days Query	Optional	Mandatory	Mandatory
Overview of Transactions by User Name within a Specified Date Range Query	Optional	Optional	Optional
User Names and Available Access in DPAS listing	Optional	Mandatory	Mandatory

NOTES:

DPAS Users Who have Not Accessed the System in over 90 Days Report

Objective:

To identify users who have not accessed DPAS in over 90 days.

Description:

This report lists the login ID, first name, last name, last login date, user expiration date, and user establishment date for users who have not accessed DPAS in over 90 days.

Frequency:

All PPMs will need to review the results of this query *at least semi-annually*.

To obtain a copy of this report, the PPM must contact the Navy DPAS Support Team or USMC HQ(LFS) and request a report containing the data elements listed above. For the USMC, HQ(LFS) will then contact DPAS, and forward a copy of the report to the PPM once it is received from DPAS.

Sample Report: DPAS Users Who have Not Accessed the System in over 90 Days

Login ID	First Name	Last Name	Last Lgin	Exp Date	Est Date
asung	Anthony	Sung	20000322	20000510	19990803
asung	Anthony	Sung	20000323	20000430	19990504
asung	Anthony	Sung	19990722	19991020	19990615
asung	Anthony	Sung	20000224	20000509	19990709

Actions To Be Performed:

The PPM should use the results of this query to determine if the DPAS users who have not accessed the system in the past 3 months should be removed as users, or will need to have their passwords and user names reactivated by the Navy DPAS Support Team, or by USMC HQ(LFS).

NOTES:

Overview of Transactions by User Name within a Specified Date Range Query

Objective:

To summarize transactions by user ID within a specified time period, in order to assess the reasonableness of actions performed by each user in DPAS.

Description:

This query lists all personal property items with a transaction date between a user-defined range by major HRH number.

Frequency:

All PPMs should review this query for reasonableness *as needed*.

Sample Query Results: Overview of Transactions by User Name within a Specified Date Range

UIC	HRHNbrMj	PgmDesc	PgmDesc1	UserId
N70272		DB SPLIT/MERGE	1	
N70272	00230	EI STK NBR CHG	2	dplude
N70272	00005	HRH CHANGE	1	ejohnson
N70272	00007	EI STK NBR CHG	2	ejohnson
N70272	00008	HRH CHANGE	1	ejohnson
N70272	00009	EI DEC R/S	3	ejohnson
N70272	00009	EI DEC TI	3	ejohnson

Actions To Be Performed:

The PPM should:

- Compare all users to an official personnel listing to ensure all DPAS users with access to an activity's property records are currently assigned to that activity.
- Remove any unauthorized or unneeded access to the database.

NOTES:

User ID and Available Access in DPAS Report

Objective:

To ensure that users' access corresponds with their current employment position.

Description:

This report lists the user IDs and the user-level access granted in the security table in DPAS.

Frequency:

All PPMs will need to review this listing *at least annually*.

To obtain a copy of this report, the PPM must contact the Navy DPAS Support Team or USMC HQ(LFS) and request a report containing the data elements listed above. For the USMC, HQ(LFS) will then contact DPAS, and forward a copy of the report to the PPM once it is received from DPAS.

Sample Report: User Names and Available Access in DPAS

Site ID	User ID	AHR	AUT	CAT	DOC	FIN	INQ	MNT	RCT	SEC	UTL
	asung	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Actions To Be Performed:

The PPM should:

- Compare all users to an official personnel listing to ensure all DPAS users with access to an activity's property records are currently assigned to that activity.
- Remove any unauthorized or unneeded access to the database.

NOTES:

Headquarters Reports Section

Objective:

The Headquarters Reports Section contains reports or queries that are specifically used by the Major Claimant/Marine Corps Headquarters, and provide a summary-level perspective on the personal property in DPAS within the Major Claimant, and the transactions being processed by each UIC.

The table below lists the various reports/queries that are to be used by HQ. In addition to these queries, there are other queries that are optional and mandatory for the HQ throughout the previous four sections.

Report/Query Title	HQ	Centralized PPM	Decentralized PPM
Capital Asset Trial Balance Report	Mandatory	Optional	Optional
Acquisition Costs Equal To \$1 Summary Query	Mandatory *	Note 2	Note 2
Acquisition Costs Less Than A Specified Dollar Value Summary Query	Mandatory	Note 2	Note 2
Capital Assets with Accumulated Depreciation Equal to \$0 Summary Query	Mandatory	Note 2	Note 2
Minor and Sub-minor Property with Accumulated Depreciation Greater than \$0 Summary Query	Mandatory	Note 2	Note 2
Summary of Administrative Adjustments (Increases) Within a Specified Time Frame By UIC Query	Mandatory	Note 2	Note 2
Summary of Transactions by UIC Within a Specified Time Period Query	Mandatory	Note 2	Note 2
Summary of Assets with Inventories Due by the Specified Date Query	Mandatory	Note 2	Note 2
UICs Reporting Status To DITMS	Mandatory	Optional	Optional

Note 2 - See other sections of this document for similar queries presented at a more detail level.

*** -The use of this query is mandatory until all exceptions identified on the report are corrected.**

NOTES:

Capital Asset Trial Balance Report

Objective:

To provide summarized financial information (including Gross Book Value and Accumulated Depreciation) for each UIC.

Description:

This report provides a summarized cost listing of capitalized personal property located at an activity within a major claimant by general ledger account number. Accumulated depreciation information for the capitalized personal property is also included at both the summary and detail level.

Frequency:

HQ will need to review the results of this report *at least quarterly*.

Report Retrieval Process:

To access this report, the DPAS user should click on the DPAS Accounting Module icon and select Reports. Then the user should select “Generate”, click on Batch Report, and select Capital Asset Trial Balance Report.

Sample Query Results (next page)

Actions To Be Performed:

The HQ should:

- Note any variances greater than 10% and \$1 million of the HQ’s total capital asset balance. Identify the UIC(s) responsible for the variance(s) and contact the PPM(s), if necessary, to investigate and provide supporting documentation on the reason for the variance.
- Compare total capital assets by UIC to the previous quarter. Note any variances greater than 10% and \$500,000 from the previous quarter by UIC. Determine if variance is reasonable based upon budgeted purchases for the Major Claimant.

NOTES:

Sample Query Results: Capital Asset Trial Balance Report

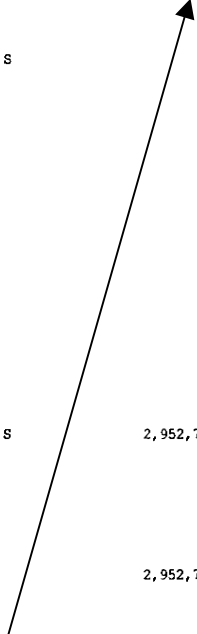
REPORT: DPTD031R

DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
CAPITAL ASSET TRIAL BALANCE REPORT

DATE: 20000608 TIME:

ACTIVITY CODE: GF01 FUND CODE: 99 ALLOTMENT SERIAL NUMBER: 00206

GLAC TITLE	GLAC	ACCT LEVEL	DEBIT BALANCE	CREDIT BALANCE
WORK IN PROCESS	1580	S		
WORK IN PROCESS - IN HOUSE	1581			
WORK IN PROCESS - CONTRACTOR	1582			
WORK IN PROCESS - OTHER GOVERNMENT	1583			
AGENCIES				
WORK IN PROCESS - GOVERNMENT FURNISHED MATERIALS	1584			
FIXED ASSETS - NET	1700	S	2,952,786.00	
LAND	1710			
CONSTRUCTION IN PROGRESS	1720	S		
CONSTRUCTION IN PROGRESS - IN HOUSE	1721			
CONSTRUCTION IN PROGRESS - CONTRACTOR	1722			
CONSTRUCTION IN PROGRESS - OTHER	1723			
GOVERNMENT AGENCIES				
CONSTRUCTION IN PROGRESS - GOVERNMENT FURNISHED MATERIALS	1724			
CONSTRUCTION IN PROGRESS - CAPITAL DBOF	1725			
BUILDINGS	1730			
ACCUMULATED DEPRECIATION ON BUILDINGS	1739			
OTHER STRUCTURES & FACILITIES	1740			
ACCUMULATED DEPRECIATION ON OTHER STRUCTURES AND FACILITIES	1749			
EQUIPMENT - NET	1750	S	2,952,786.00	
EQUIPMENT IN USE	1752			
EQUIPMENT WITH CONTRACTORS, TESTING AGENCIES, DEFENSE INDUSTRIAL FACILITIES & OTHERS	1753			
EQUIPMENT ON LOAN	1754			
PROPERTY AWAITING DISPOSAL	1755			
EQUIPMENT NOT IN USE	1756		2,952,786.00	
ACCUMULATED DEPRECIATION ON EQUIPMENT	1759			



Compare the total capital assets to the Major Claimant budget information.

NOTES:

Acquisition Cost Equal to \$1 Summary Query

Objective:

To identify by UIC the number of assets with unknown acquisition costs.

Description:

This query lists the number of personal property items with an acquisition cost equal to \$1 for a user-specified UIC. The \$1 is the default set when converted to DPAS and the acquisition cost is unknown.

Frequency:

HQ needs to review the results of this query *after personal property data has been converted to DPAS and until all instances identified on this report are corrected*. Once all instances identified on this report have been corrected, all PPM's should begin using the "acquisition cost less than a specific dollar value summary query."

Sample Query Results: Acquisition Cost Equal to \$1 Summary

UIC	HRHNbrMjr	Total Number of Assets Equal to \$1
N62604	0	2
N00389	000200	64
N00109	00109	286

The number of property items reported by this query with an acquisition costs equal to \$1.

Actions To Be Performed:

The HQ should notify the PPM that items valued at \$1 exist in the database and need to be corrected.

The PPM should:

- Execute the query titled, "Acquisition Cost Equal to \$1."
- Review source documentation (e.g., invoice or requisition) and enter the correct acquisition cost into DPAS.
- If no source documentation can be found, prepare the Similar Assets/ Estimated Fair Market Value worksheet, and retain it in the personal property files. Enter the estimated acquisition cost into DPAS.

NOTES:

Acquisition Cost Less Than Specified Dollar Value Summary Query

Objective:

To identify by UIC the number of personal property items with an acquisition cost less than a user-specified dollar value.

Description:

This query lists the number of personal property items with an acquisition cost less than some user-defined dollar value.

Frequency:

HQ will need to review the results this query *at least semi-annually*.

Sample Report Results: Acquisition Costs Less Than Specified Dollar Value Summary

UIC	HRHNbrMjr	Total Number of Assets <= Specified Value
N62604	0	2
N62604	0 10S	2
N62604	0 13	1

The number of property items reported by this query have acquisition costs less than dollar value specified by user.

Actions To Be Performed:

The HQ should notify the PPM that items valued less than a specific dollar threshold (i.e., established default amount) need to be reviewed and if necessary, corrected.

The PPM should:

- Review source documentation (e.g., invoice or requisition) and, if necessary, enter the correct acquisition cost into DPAS.
- If no source documentation can be found, prepare the Similar Assets/ Estimated Fair Market Value worksheet, and retain it in the personal property files. Enter the estimated acquisition cost into DPAS.

NOTES:

Capital Assets with Accumulated Depreciation Equal to \$0 Summary Query

Objective:

To identify by UIC the number of personal property items with incorrect acquisition costs or capitalized assets for which depreciation has not been activated.

Description:

This query lists by UIC the number of personal property items with an acquisition cost greater than or equal to \$100,000 with accumulated depreciation blank or equal to zero, except those with an asset code equal to “G” (asset under capital lease), “T” (NDE), or “V” (Heritage Assets) and assets with a loan/lease code equal to “L” (in-on loan) or “R” (in-rented/leased).

Frequency:

HQs will need to review the results of this query *at least semi-annually*.

Sample Query Results: Capital Assets with Accumulated Depreciation Equal to \$0 Summary

UIC	HRHNbrMj	Total Number of Capital Assets with \$0 Accumulated Depreciation
N00015	CDRONI	2

The number of property items reported by this query are capital assets for which depreciation has not been activated.

Actions To Be Performed:

The HQ should notify the PPM of discrepancies that require corrective action by the PPM.

The PPM should activate depreciation for each item identified in the query.

NOTES:

Minor and Sub-Minor Property with Accumulated Depreciation Greater Than \$0 Summary Query

Objective:

To identify by UIC the number of personal property items under the capitalization threshold that have accumulated depreciation.

Description:

This query lists by UIC the number of personal property items with acquisition costs less than \$100,000 and accumulated depreciation greater than \$0.

Note: Corrections may not be needed for working capital personal property items acquired before fiscal year 1996 due to the lower capitalization thresholds in previous years.

Frequency:

HQ will need to review this query *at least semi-annually*.

Sample Query Results: Minor and Sub-Minor Property with Accumulated Depreciation Greater Than \$0 Summary

UIC	HRHNbrMj	Total # of Minor and Sub-Minor Assets with Accum Deprec > 0
N54321	2222	2

The number of property items reported by this query are minor personal property items for which depreciation should not have been activated.

Actions To Be Performed:

The HQ should notify the PPM of discrepancies that require corrective action by the PPM.

The PPM should:

- Review documentation and verify acquisition price is correct.
- Change acquisition price if necessary.
- If the acquisition price is \leq \$100,000, deactivate the depreciation.

NOTES:

Summary of Administrative Adjustments within a Specified Time Frame By UIC Query

Objective:

To identify by UIC the number of administrative adjustments (a.k.a., gained by inventory, or found assets).

Description:

This query lists by UIC the number of personal property items with an action code equal to "2" (Administrative Adjustment Reports) and with a transaction date within a user-defined time period.

Frequency:

HQ needs to review this query *at least semi-annually*.

Sample Query Results: Summary of Administrative Adjustments within a Specified Time Frame By UIC

UIC	HRHNbrMj	ActionCd	Total
N70272	00069	AdminAdj	1

NOTES:

Summary of Transactions by UIC Within a Specified Time Period Query

Objective:

To allow Major Claimants to verify which UICs are using DPAS and determine if there are any out of the ordinary transactions.

Description:

This query gives the number of transactions by transaction type that each UIC has recorded in DPAS within a specified time period.

Frequency:

HQ will need to review this query *at least semi-annually*.

Sample Query Results: Summary of Transactions by UIC Within a Specified Time Period

UIC	HRHNbrMj	PgmDesc	Total # of Trans
N70272		DB SPLIT/MERGE	1
N70272	00001	EI STK NBR CHG	1
N70272	00003	EI STK NBR CHG	1
N70272	00004	EI STK NBR CHG	1
N70272	00005	EI STK NBR CHG	3
N70272	00005	HRH CHANGE	1

NOTES:

Summary of Assets with Inventories Due By Date Specified Query

Objective:

Using the current date: to alert HQ of the number of inventories by UIC and major HRH number that are delinquent. Using a future date: to provide HQ with the number of inventories that should be completed by the date specified, so that the HQ point of contact can ensure the activity has the necessary resources in place to perform the inventory by the deadline.

Description:

This query provides a summary of the number of inventories due by a user-specified date.

Frequency:

HQ will need to review this query *at least semi-annually*.

Sample Query Results: Summary of Assets with Inventories Due by Date Specific Query

UIC	HRHNbrMj	Number of Inventories Due
N47634	0	1
N68660	001	1
N68660	003	1
N70272	00301	1
N68660	005	1
N70243	111	1
N70243	15	1
N70243	155	1
N70243	174	1
N70243	177	1
N70294	1A	24
N70243	21	1

NOTES:

UICs Reporting Status to DITMS Query

Objective:

To identify whether the UIC is reporting its ADP reportable personal property to DITMS through DPAS.

Description:

This query lists the ADP Interface Code for a user-defined UIC.

Note: All UICs must report their ADP reportable personal property to DITMS, but DPAS is not the only way to report ADP reportable personal property to DITMS.

Frequency:

The HQ will need to review this query *at least annually*.

Sample Query Results: UICs Reporting Status to DITMS

UIC	FundCd	AppnAlotSerialNbr	TypeFundId	ADPInterfaceCd
N00023	98	00023	D	P
N00023	99	00023	D	P
N00367	CB	03003	D	Y
N00383	CB	04003	D	P
N00406	CA	01025	D	P

ADP InterfaceCd Legend:

Y – Funding is ADP Reportable
P – Reporting to ADP Pending
N – Funding is not ADP Reportable

All items with an InterfaceCd of “N” or “P” are not reporting to DITMS through DPAS.

Actions To Be Performed:

The HQ should:

- Contact any activity not reporting to DITMS through DPAS and inquire what alternative method the activity is using for DITMS reporting.

NOTES: